



**Franklin City Council Agenda  
November 13, 2023  
Council Chambers  
207 West Second Avenue  
Franklin, Virginia 23851**

**7:00 P.M.  
Regular Meeting**

**CALL TO ORDER. . . . . MAYOR ROBERT L. CUTCHINS  
PLEASE TURN OFF CELL PHONES. . . . . MAYOR ROBERT L. CUTCHINS**

**PLEDGE OF ALLEGIANCE**

**CITIZEN'S TIME**

**AMENDMENTS TO AGENDA**

**1. CONSENT AGENDA:**

- A. Approval of October 23, 2023 minutes
- B. Recognition of STAR Performer
- C. Western Tidewater Free Clinic Update
- D. Small Business Saturday Resolution 2023-26

**2. FINANCIAL MATTERS**

- A. Budget Amendment 2024-07

**3. OLD/ NEW BUSINESS:**

- A. Literary Loan Resolution 2023-27
- B. Franklin City Public Schools CTE Update
- C. Commerce Park Road Property Disposition
- D. Juneteenth Cultural Celebration 2024
- E. City Manager's Report

**4. COUNCIL/STAFF REPORTS ON BOARDS/COMMISSIONS**

**5. ADJOURNMENT**

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# Regular City Council Meeting Minutes October 23, 2023

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## Call to order

The Franklin City Council held a regular City Council meeting on October 23, 2023 at 7:00 p.m. in the City Council Chambers located at 207 West Second Avenue, Franklin, Virginia 23851.

Council Members in Attendance: Robert “Bobby” Cutchins, Mayor; Wynndolyn Copeland, Vice-Mayor; Councilman Linwood Johnson; Councilwoman Jessica Banks; Councilman Mark Kitchen; Councilman Ray Smith; Councilman Gregory McLemore.

Council Members not in Attendance:

Staff in Attendance: Amanda Jarratt, City Manager; A’Risha Jones, Executive Assistant, recording minutes.

Other Staff in Attendance: Steve Patterson, Chief of Police; Carlee Gurskiy, Director of Community Development; Zach Wright, Director of Power & Light; Matthew Jezierski, Director of IT; Camara Jacobs, Director of Human Resources; Sarah Rexrode, Director of Social Services; Vernie Francis, Chief of EMS; Rachel Trollinger, Director of Finance; Selenia Boone, Commissioner of the Revenue; Dinah Babb, Treasurer; Chad Edwards, Director of Public Works; Patrick Wilson, Lieutenant of Police.

## Citizen’s Time

**No one signed up at this time.**

## Amendments to Agenda

City Manager Amanda Jarratt stated that individual that was supposed to speak on behalf of the Western Tidewater Free Clinic is not well, Council may want to amend the agenda to remove that item. Mayor Bobby Cutchins stated that the agenda is amended to remove Consent Agenda item of the Western Tidewater Free Clinic update.

## Consent Agenda:

- A. Approval of September 25, 2023 and October 16, 2023 Meeting Minutes

Mayor Bobby Cutchins asked if there were any corrections or additions for the September 25, 2023 and October 16, 2023 meeting minutes. Mayor Bobby Cutchins entertained a motion to approve both the September 25, 2023 and October 16, 2023 meeting minutes as presented. Councilman Linwood Johnson made a motion to approve both September 25, 2023 and October 16, 2023 meeting minutes with a second from Councilman Mark Kitchen.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
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<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

#### B. Recognition of STAR Performers

City Manager Amanda Jarratt stated as Council is aware the STAR performer program is where an employee has done something to be nominated to receive this award. Once they are nominated they will be entered into the Employee of the Year award to be selected by their peers. We are proud to say there are several being presented this evening.

Ms. Selenia Boone, Commissioner of the Revenue will recognize her employee Ms. Danielle Jones, Real Estate Clerk. Ms. Boone stated that even though Ms. Danielle has only been employed with the City of Franklin office for 18 months, she has learned so much and made a huge difference in that amount of time. Ms. Jones has taken the initiative to form relationships with other Commissioner's offices, the Tax Department, the Clerk of Courts office, our software companies, and other resources to gain more knowledge and be better able to assist our citizens.

Chief Steve Patterson recognized Officer Kristen Miller. Chief Patterson stated that Officer Miller came to the Franklin Police Department from the Suffolk Police Department in January of 2023. Since her employment with the City, Officer Miller has excelled in traffic enforcement. Currently Office Miller has written 190 tickets and made 14 DUI arrests. Officer Miller is leading the department in traffic enforcement. Officer Miller has been selected to receive a Mothers Against Drunk Driving Award for our agency on October 25<sup>th</sup>. While completing the application form, Chief Patterson consulted with the Commonwealth Attorney staff as to the quality of Officer Miller's cases and they advised that she was doing a good job.

Chief Steve Patterson recognizes Ms. Thelma Darden, Custodian. Chief Patterson stated over the past four years he has had the opportunity to watch Ms. Darden work at the Franklin Police Department building. There is not a day that goes by that she does not have a cheerful demeanor, a warm good morning, and continues to work throughout the day to keep the building clean and orderly. Due to the amount of in and out traffic they have from citizens and employees, it is a non-stop endeavor.

Ms. Dinah Babb, Treasurer recognized Mr. Edward Martin, Deputy Treasurer. Mr. Martin has been with the City Treasurer's office for 28 years. Mr. Martin is the collection technician for the office, responsible for keeping up with the Department of Taxations Debt Set Off as well as DMV Withholding program. Mr. Martin works with the Department of Social Services Heating and Cooling program, processing all the payments that are received from the State. He also works with other surrounding localities DSS offices.

#### C. Master Governmental Deputy Treasurer Certification Recognition

City Manager Amanda Jarratt stated that Treasurer Dinah Babb will present Mr. Edward Martin the Governmental Deputy Treasurer Certification from the Treasurers’ Association of Virginia (TVA).

Ms. Babb stated that Mr. Martin has completed all the requirements from the UA Weldon Cooper Center for Public Service to receive this certification. This certification program is designed to advance the professionalism of the local governmental Treasurer and his/her staff in the Commonwealth of Virginia. Local government finance, like many other professions, requires special study, knowledge, and skills. The constituency served by the Treasurer and his/her staff deserves a high level of professional competence. This certification program sets forth the regulations and standards that recognize professional attainment.

D. Western Tidewater Free Clinic Update

**Item removed from agenda.**

**Financial Matters:**

A. Budget Amendment #2024-06

City Manager Amanda Jarratt called Ms. Rachel Trollinger, Director of Finance to come forward to present the Budget Amendment #2024-06 to City Council. Ms. Rachel Trollinger stated be it resolved by the Council of the City of Franklin, Virginia that the 2023-2024 City Budget is hereby amended to

1. Recognize revenue due to a donation for Tourism and carryover revenues from the State for Street Maintenance and to appropriate such revenue for use.

		<u>2023-2024</u>	<u>AMENDED</u>	<u>INCREASE</u>
		<u>BUDGET</u>	<u>BUDGET</u>	<u>(DECREASE)</u>
		<b>#1</b>		
<b>100 GENERAL FUND</b>				
<b>REVENUE</b>				
100-3-41050-0100	Use of Restricted Fund Balance	\$ 3,981,442	\$ 4,388,675	\$ 407,233
100-3-18990-3016	Donations Tourism	\$ -	\$ 250	\$ 250
				<u>\$ 407,483</u>
<b>EXPENDITURES</b>				
100-4-41200-8333	Reserve for Street Imp Paving	\$ 671,189	\$ 1,078,422	\$ 407,233
100-4-81600-5892	Festival and Events	\$ 11,000	\$ 11,250	\$ 250
				<u>\$ 407,483</u>

Councilman Gregory McLemore asked who gave the donation to the Department of Tourism. Ms. Rachel Trollinger stated Bronco Federal Credit Unit to go towards the Holiday Open House.

Mayor Bobby Cutchins entertained a motion to approve Budget Amendment 2024-06. Councilman Linwood Johnson made a motion to approve Budget Amendment 2024-06 with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

#### B. Quarterly Financial Overview

City Manager Amanda Jarratt stated the City has the first quarter financial reports, these are effective through the period of September 30, 2023 and reflect the first three months of revenue and expenditures. General Property Taxes overall is currently at 3.8% last year was at 2.8%. Current Property Taxes overall is \$343,646.00 with a prior year of \$244,126.00. Meals, lodging, and cigarette taxes total are \$1,389,348.00. This report reflects all three new businesses that have opened on Armory Drive: Wawa's, Starbucks, and Dunkin Donuts. Total revenues for the Airport operating and capital funds are \$54,700.00 which is above target with 29% of budget realized. Total revenues for the Water & Sewer operating and capital funds are \$775,000.00 which is below target at 19% of budget. Solid Waste revenue is \$236,000.00 which is below target at 16%.

Councilman Gregory McLemore asked for clarification on the Airport funds. City Manager Amanda Jarratt stated that the cash balance is usually settled with the sale of fuel. City Manager will provide more information regarding the Airport during the next report.

**No action taken at this time.**

#### C. Public Hearing Bond Issuance

City Manager Amanda Jarratt stated as discussed at the September City Council meeting several capital projects for the City of Franklin and Franklin City Public Schools are in the planning stages including Phase 2 for the roof repairs, the demolition, and reconstruction of the Armory, and the renovations of the City of Franklin Courthouse. The borrowing will be conducted in two phases to ensure that only the necessary funds are borrowed. Meetings with the credit agencies are being scheduled for the first week in November. There is a resolution for Council to take action on after the Public Hearing.

Mayor Bobby Cutchins opened the Public Hearing on the Bond Issuance.

**Mr. Carlton Carter, Superintendent of City of Franklin Public Schools**, thanked City Council for their support of the roof projects. Currently, phase one is being concluded, originally there were to be three phases. The elementary school is almost done with phase one and the high school are almost done with phase two.

Mayor Bobby Cutchins closed the Public Hearing on the Bond Issuance.

Councilman Ray Smith asked about the warranty timeframe for the roof and what assurance of the warranty of the roof will be upheld. Mr. Carter stated that it is a 30 year warranty and the company gives a warranty bond.

Mayor Bobby Cutchins ask Council for any desired action regarding the resolution for Bond Issuance. Councilman Linwood Johnson made a motion to approve the resolution authorizing the issuance and sale of general obligation bonds of the City of Franklin, VA, providing for the form, details, and payment thereof with a second from Councilman Mark Kitchen.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**Old/New Business:**

**A. City of Franklin Emergency Operations Plan Resolution 2023-24**

City Manager Amanda Jarratt stated that every 4 years we are required to have a re-adoption of the City’s Emergency Operation Plan. The current plan is dated November 2019 and is required to be re-adopted. Each year the plan is reviewed and revised as necessary to ensure our plan meets all of the State and Federal requirements and has the appropriate emergency support functions, annexes, and appendices.



**THE FRANKLIN CITY COUNCIL ADOPTION OF THE EMERGENCY OPERATIONS PLAN  
RESOLUTION #2023-24**

**WHEREAS**, the City Council of the City of Franklin, Virginia recognizes the need to prepare for, respond to and recover from natural and manmade disasters; and

**WHEREAS**, the City of Franklin has a responsibility to provide for the safety and well-being of its citizens and visitors; and

**WHEREAS**, the City of Franklin has established and appointed a Director and Coordinator of Emergency Management

**NOW, THEREFORE, BE IT HEREBY PROCLAIMED**, by the City Council of the City of Franklin, Virginia that this Emergency Operations Plan as revised October 2023, is officially adopted, and

**IT IS FURTHER PROCLAIMED AND ORDERED** that the Director of Emergency Management, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time it be ordered to come before this City Council.

Signed this 23<sup>rd</sup> day of October 2023.

Mayor Bobby Cutchins entertained a motion to adopt the Emergency Operation Plan Resolution 2023-24. Councilman Linwood Johnson made a motion to adopt the Emergency Operation Plan Resolution 2023-24 with a second from Councilman Mark Kitchen.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**B. Commerce Park Road Matter**

City Manager Amanda Jarratt stated in accordance with the direction provided by Franklin City Council, City staff contacted the two parties interested in the property owned by the City located in the area of Commerce Park Road. They were instructed that the Council would divide the property in half for a price of \$20,000 each with a right of first refusal to be retained by the City for a period of five years. Mr. Turner indicated he was ready to move forward at this time. Mr. Tyler indicated he needed additional time to consider this counter offer and consult with design professionals. City Council can choose to do nothing, move forward with Mr. Turner, or wait until Mr. Tyler is also ready to move forward.

Councilman Linwood Johnson suggested waiting for Mr. Tyler and moving forward with both. Councilman Ray Smith suggested to move forward with Mr. Turner, there isn't a need to delay anymore. Mr. Christopher Mackenzie, City Attorney, stated that two resolutions can be drafted, one selling half of the property to Mr. Turner or two selling both sides of the property.

Councilman Ray Smith made a motion to draft two resolutions, one to sell to Mr. Turner and have available the resolution for the sell to Mr. Tyler when he is ready with a second from Councilman Mark Kitchen.



**The motion carried the vote 6-1-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Nay</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**C. Master Support Agreement Franklin Regional Airport Resolution 2023-25**

City Manager Amanda Jarratt stated that each year in order to draw down the Virginia Department of Aviation funds allocated to the Franklin Regional Airport the Master Use and Support Agreement must be executed by the City Manager and City Attorney. Needed action is the adoption of the attached resolution and authorizes the City Manager and City Attorney to execute the Master Use and Support Agreement for the Franklin Regional Airport to draw down the available grant funds.



**RESOLUTION TO APPROVE**

**MASTER AGREEMENT ON TERMS AND CONDITIONS FOR ACCEPTING  
STATE AVIATION FUNDING RESOURCES**

**WHEREAS**, in order for the City of Franklin, Virginia to receive funding under the Commonwealth Airport Fund and/or the Aviation Special Fund, which is administered and approved by the Virginia Aviation Board and/or the Virginia Department of Aviation (the “Department”), for the Franklin Regional Airport, the City must agree to be subject to the terms and conditions of that certain Master Agreement between the City and the Department, which is attached hereto for reference (the “Aviation Funding Agreement”); and

**WHEREAS**, the City Council (“City Council”) of the City of Franklin, Virginia (the “City”) has determined that approval of the Aviation Funding Agreement is in the best interests of the City and its citizens.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council as follows:

1. The execution, delivery and performance of the Aviation Funding Agreement and are hereby authorized, directed and approved. The City Manager is hereby authorized and directed to execute and deliver the Aviation Funding Agreement on behalf of the City,



as well as any other instruments, certificates and documents, on behalf of the City, as are necessary or appropriate to effect the transactions contemplated by the Aviation Funding Agreement.

2. All other acts of the City Manager, which are in conformity with the purposes and intent of this resolution and the Aviation Funding Agreement, whether such acts occurred before or after the adoption of this resolution, are hereby ratified, adopted, approved and confirmed.

3. This resolution shall take effect immediately.

Mayor Bobby Cutchins entertained a motion to adopt the Resolution to approve Master Agreement on terms and conditions for accepting state aviation funding resources 2023-25. Vice-Mayor Wynndolyn Copeland made a motion to adopt the Resolution to approve Master Agreement on terms and conditions for accepting state aviation funding resources 2023-25 with a second from Councilman Mark Kitchen.

Mayor Bobby Cutchins asked Council for any discussion. Councilman Gregory McLemore stated in the past when this has been discussed, we are not able to do anything with the Airport if Council were to choose to, is because the City has accepted grant money. As long as the City continues to accept the grants the City will be tied to the Airport. Mayor Bobby Cutchins stated that if the grants are not accepted, the City will be liable in excess of million dollars to be paid back to Federal Agencies.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins affirmed the motion carried.

**D. City Manager’s Report**

City Manager Amanda Jarratt is excited to share that a meeting with the judges has been set, it has been over a year to coordinate calendars. Meeting is set for Tuesday, November 7<sup>th</sup> at the Courthouse. For Councils review is the budget calendar, additional work sessions can be added if needed. The City had its first 5K and there was some positive feedback.

Councilman Ray Smith stated that some feedback regarding the food trucks and why applications haven’t been turned in, because it states calendar year to calendar year. They do not want to purchase a license for just a few months. City Manager Amanda Jarratt stated that a conversation with the Commissioner of the Revenue and staff can be held to discuss.

General Updates

- Staff continues to work on the various capital projects approved by City Council.
  - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD. RRMM has been procured as the project architect.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. The judges were not available on July 17<sup>th</sup> and are awaiting a date.
  - The staff committee met regarding Riverkwalk Park.
    - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
    - Kayaks launch design underway.
    - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
    - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Staff continues to work with Court Services and out other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosely Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study.
- The Literary Loan process continues with Franklin City Public Schools. The contract is working on the project and the first draw of funds in underway.
- City Council held a retreat on March 2<sup>nd</sup>. The following topics were discussed and will be worked on by staff:
  - Food Trucks
    - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
  - Increased Code Enforcement
    - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
  - Communication with Franklin City Public Schools
    - We held a joint meeting with Franklin City Public Schools on March 30<sup>th</sup>. Additional meetings are being scheduled to maintain communication.

- Increased focus and investment in Public Safety
  - Additional positions are included in the FY24 budget. The updated radio system project is moving to Phase 2.
- Historic District
  - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appoint. Staff is waiting on appointments from Franklin City Council.
- Youth
  - Working on updated youth programming and additional partnerships.
  - The College Drive park build was a success and is now open to the public. A variety of upcoming activities for youth are planned for the remainder of the summer.
- Special Tax Districts
  - Under discussion and research ongoing.
- Camp Community College Partnerships
  - Under discussion.
- Improved Communication with the Public through various means
  - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

### Upcoming Community Events

- October 28<sup>th</sup> – Cruise In Finale
- October 21<sup>st</sup> – Trick or Trot 5k Run
- October 26<sup>th</sup> – Downtown Franklin Boo Bash
- November 11<sup>th</sup> – Holiday Open House & Craft Fair
- December 1<sup>st</sup> – Holiday Parade
- December 3<sup>rd</sup> – Elf Parade & Tree Lighting Ceremony

### Council/Staff Reports on Boards/Commissions:

Councilman Gregory McLemore stated that VIBE completed the Unity in the Community mural on the State Farm building and applause to the City of Franklin Public Schools for creating the debate team.

Councilman Linwood Johnson stated during the school board summit, they discussed year round schooling. The Western Tidewater Regional Jail Board incorporated 2% raises and the 2023 VML convention was a success. Councilman Linwood Johnson also challenges all Council members to participate in the Pumpkin Dash walk with him next year.

### Closed Session

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council adjourn into closed meeting pursuant to Virginia Code Section 2.2-3711-A-1, 1. Discussion of appointments to boards and commissions, and discussion of performance of employees of the public body to discuss the following subject or subjects: Industrial Development Authority, HRPDC Community Advisory Committee, Community Services Board, Board of Zoning Appeals, Blackwater Regional Library Board, Southview

Cemetery Advisory Committee, Historic Preservation Commission, Beautification Commission, Social Services Advisory Board.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

**Motion Upon Return to Open Session**

Councilman Mark Kitchen moved that the City of Franklin, Virginia City Council certify that, to the best of each member’s knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting held on October 23, 2023, meeting were heard, discussed or considered by the City of Franklin, Virginia City Council; and (ii) no action was taken in closed meeting regarding the items discussed.

The motion was seconded by Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

Councilman Linwood Johnson made a motion to appoint Ms. Loretta Stephens Smith and Ms. Gwendolyn Murphy to the Southview Cemetery Advisory Committee with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

Vice-Mayor Wynndolyn Copeland made a motion to appoint Ms. Christine Hill to the Beautification Commission with a second from Councilman Linwood Johnson.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the motion carried the vote.

**Adjournment**

Councilman Gregory McLemore made a motion to adjourn the October 23, 2023 City Council meeting with a second from Vice-Mayor Wynndolyn Copeland.

**The motion carried the vote 7-0**

**The vote was as follows:**

<b>Councilman Linwood Johnson</b>	<b>Aye</b>
<b>Councilman Mark Kitchen</b>	<b>Aye</b>
<b>Councilwoman Jessica Banks</b>	<b>Aye</b>
<b>Vice-Mayor Wynndolyn Copeland</b>	<b>Aye</b>
<b>Mayor Bobby Cutchins</b>	<b>Aye</b>
<b>Councilman Ray Smith</b>	<b>Aye</b>
<b>Councilman Gregory McLemore</b>	<b>Aye</b>

Mayor Bobby Cutchins stated the meeting stands adjourned.

The October 23, 2023 City Council meeting was adjourned at 8:44 P.M.

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Mayor

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Clerk to City Council

**FORM B**

**STAR PERFORMER AWARD  
NOMINATION FORM**

**To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award**  
**(type or print)**

**Name of Nominee:** Cheryl Edmunds

**Job Title:** Tax Auditor

**Department:** Commissioner of The Revenue

**Immediate Supervisor:** Selenia Boone

**I am nominating the above for the STAR Performer award because:**

Since she has entered her role she has went above and beyond to understand and learn about each business in the City of Franklin. She makes an effort to make sure all customers are well-informed and have a clear understanding of what her job is. I have seen customers enter the office not knowing what to expect and after meeting with her, they leave with a smile seeming that their concerns are at ease.

**I consider this employee's performance above the expectations of his or her job because:**

She is determined to make sure all customers are knowledgeable and comfortable. She goes on site to business owners who might need extra assistance or who are unable to leave their business. She assures customers her door is always open for questions or concerns.

**Name of person making nomination** Tiffany Warren

**Date of nomination** 11/2/2023

**Endorsing Signature and any comments** *Tiffany Warren*



**Form B page 2**

**This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.**


**In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:**

<b>Demonstrated Traits</b>	<b>Degree</b>
<b>A positive attitude</b>	10
<b>A cooperative spirit with fellow employees</b>	10
<b>Personal initiative</b>	10
<b>Excellent job performance</b>	10

**Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):**

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

Cheryl has been an asset to not just our office but our citizens as well! A lot of times the job title "tax auditor" scares people, but once they work with Cheryl, they leave feeling like they have received top-notch service. Cheryl is very strict in her work ethic, she is fair & precise. She understands and communicates with our citizens that the "tax knife" cuts both ways, there are instances where the business owes the city and instances where the city owes the business. Cheryl understands that our department is revenue driven however she also understands the most important thing we can do is be a good partner with our businesses. She has been able to help educate business owners on best practices to help their business be more effective and efficient. She is always available to assist with any questions & concerns they may have especially with the audit process. Cheryl also works with the Virginia Department of Taxation to assist citizens with their filings and Estimated Tax Payments.

  
**Department Head**

**FORM B**

**STAR PERFORMER AWARD  
NOMINATION FORM**

**To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award**  
**(type or print)**

**Name of Nominee:** Keith Burggraff

**Job Title:** Sergeant-Detective

**Department:** Police

**Immediate Supervisor:** Lt. Randall Bailey

**I am nominating the above for the STAR Performer award because:**

Sgt. Burggraff is a very energetic and positive force within the Franklin Police Department. Sgt. Burggraff serves us as sergeant in criminal investigations, Meherrin Drug Task Force, and Law Fit Administrator. Sgt. Burggraff over the past 11 months has written 50 search warrants, mostly for computer data, but he has also investigated 5 drug houses resulting in search warrants being executed for those houses where drugs were believed to be sold. While doing this he continues to investigate criminal acts not related to narcotics within the city.

**I consider this employee's performance above the expectations of his or her job because:**

As you can imagine Sgt. Burggraff is very busy day in and day out. Sgt. Burggraff is by far one of the most positive minded people I have had the honor to oversee. Even when I redirect his efforts due to community concerns addressed to me he moves forward and does not let my redirections change his mindset to finish what he was trying to get done.

**Name of person making nomination** Steve Patterson

**Date of nomination** 11-03-2023

**Endorsing Signature and any comments** \_\_\_\_\_

Sgt. Burggraff is the future of the Franklin Police Department. His positive demeanor and energy will do us well in the future.

**Form B page 2**

**This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.**

**In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:**

<b>Demonstrated Traits</b>	<b>Degree</b>
<b>A positive attitude</b>	10
<b>A cooperative spirit with fellow employees</b>	10
<b>Personal initiative</b>	10
<b>Excellent job performance</b>	10

**Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):**

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

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Sgt. Burggraff brings quality cases to prosecution which definitely improves service to the public.

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Sgt. Burggraff brings others along with him to complete the mission. He builds a sense of teamwork and cooperation among employees.

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Department Head

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**FORM B**

**STAR PERFORMER AWARD  
NOMINATION FORM**

**To be completed by a citizen, a co-employee, a supervisor or department head to nominate an employee for a STAR Performer Award**  
**(type or print)**

**Name of Nominee:** Peter Trimble

**Job Title:** Corporal-Detective

**Department:** Police

**Immediate Supervisor:** Sgt. Keith Burggraff

**I am nominating the above for the STAR Performer award because:**

Peter Trimble serves us as our detective investigating all crimes assigned to him. Peter Trimble this year has written over 130 search warrants, mostly for information technology data and DNA, but more remarkably he has been our point of contact for the U. S. Marshals and written over 30 search warrants to aid them in the search for Tashawanda Drayton. Det. Trimble serves us also as our Flock administrator and HEAT coordinator.

**I consider this employee's performance above the expectations of his or her job because:**

The remarkable thing about all the work Peter Trimble does is that you would think he is a multi year veteran. In fact though, Peter Trimble has been with the Department for almost three years and he works very hard to learn and teach himself how to investigate crimes. All while working on his Bachelors Degree in Homeland Security and Emergency Management.

**Name of person making nomination** Steve Patterson

**Date of nomination** 11-03-2023

**Endorsing Signature and any comments** \_\_\_\_\_

Corporal Trimble is a very well self taught learner and will undoubtedly be a top notch investigator in the future.

**Form B page 2**

**This page is to be completed by the employee's supervisor or department head and attached to page 1 in order to provide information to the PEP Committee for its consideration of nominees for Employee of the Year.**

**In addition to providing the information on page 1, please rate numerically on a scale of 1-10 (10 being the highest) the degree to which this employee demonstrates the following traits:**

<b>Demonstrated Traits</b>	<b>Degree</b>
<b>A positive attitude</b>	10
<b>A cooperative spirit with fellow employees</b>	10
<b>Personal initiative</b>	10
<b>Excellent job performance</b>	10

**Also specify whether the employee made specific and notable contributions in one or more of the following areas (taking into consideration the limits of his or her job):**

- 1. Improvement in the quality of service delivered to the public.**
- 2. Improvement in productivity of city operations.**
- 3. Enhancement of workplace safety.**
- 4. Strengthening teamwork and cooperation among employees.**
- 5. Accomplishment of stated City Council or departmental goals.**
- 6. Development of innovative solutions to city problems or innovative approaches to job duties.**

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Corporal Trimble brings quality cases to prosecution which definitely improves service to the public.

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Corporal Trimble works well with his coworkers to meet the mission of the department.

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Department Head



Small Business Saturday  
Resolution # 2023-26

**WHEREAS**, the Government of City of Franklin, Virginia, celebrates our local small businesses and the contributions they make to our local economy and community; and

**WHEREAS**, according to the United States Small Business Administration, there are 33.2 million small businesses in the United States, small businesses represent 99.9% of firms with paid employees, small businesses are responsible for 64% of net new jobs created since 1995, and small businesses employ 46.4% of the employees in the private sector in the United States; and

**WHEREAS**, 79% of consumers understand the importance of supporting the small businesses in their community on Small Business Saturday®, 72% report the day makes them want to encourage others to Shop Small®, independently-owned retailers and those consumers spent an estimated \$17.9 billion nationally, and 72% report that the day makes them want to Shop Small all year long; and

**WHEREAS**, 59% of shoppers reported they shopped online with a small business and 54% reported they dined or ordered takeout from a small restaurant, bar, or café on Small Business Saturday in 2022; and

**WHEREAS**, the City of Franklin supports our local businesses that create jobs, boost our local economy, and preserve our communities; and

**WHEREAS**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**NOW, THEREFORE, BE IT RESOLVED**, Mayor Robert “Bobby” Cutchins, and the members of the City of Franklin Council, urge the residents of our community, and communities across the Country, to support small businesses and merchants on Small Business Saturday and throughout the year.

**FURTHER, LET IT BE RESOLVED THAT, I**, Robert “Bobby” Cutchins, Mayor of the City of Franklin, Virginia, do hereby proclaim, November 25, 2023, as

***SMALL BUSINESS SATURDAY***

Signed this 13<sup>th</sup> day of November 2023.

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Robert Cutchins, Mayor  
City of Franklin, Virginia

## BUDGET AMENDMENT 2024-07

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA that the 2023-2024 City Budget is hereby amended to:

1. recognize adjusted revenue for Franklin City Public Schools for FY24 grant awards and to appropriate such revenue for use and
2. recognize Opioid Settlement Funds received and appropriate for use.

	2023-2024 BUDGET	AMENDED BUDGET	INCREASE (DECREASE)
#1			
250 EDUCATION FUND			
REVENUE			
250-3-24000-0291 McKinney-Vento Grant	\$ -	\$ 3,900	3,900.00
250-3-24000-0294 Extended School Year Grant		50,000	50,000.00
250-3-24000-0292 ALL-in Virginia		670,617	670,617.00
250-3-24000-0293 Stronger Connections Grant		227,934	227,933.50
250-3-33010-0250 Federal Categorical Aid	3,127,200	3,136,703	9,502.66
			961,953.16
EXPENDITURES			
250-4-60000-0291 McKinney-Vento Grant	\$ -	\$ 3,900	3,900.00
250-4-60000-0294 Extended School Year Grant		50,000	50,000.00
250-4-60000-0292 ALL-in Virginia		670,617	670,617.00
250-4-60000-0293 Stronger Connections Grant		227,934	227,933.50
250-4-60000-0001 Instruction	13,480,669	13,490,172	9,502.66
			961,953.16
#2			
100 GENERAL FUND			
REVENUE			
100-3-18990-3014 Opioid Settlement Funds	\$ 3,376	\$ 4,501	\$ 1,125.36
			\$ 1,125.36
EXPENDITURES			
100-4-91500-5871 Opioid Settlement Funds	\$ 3,376	\$ 4,501	\$ 1,125.36
			\$ 1,125.36

*Certified copy of resolution adopted by Franklin City Council.*

\_\_\_\_\_  
*Clerk to the City Council*



# MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent

**DATE:** October 19, 2023

**RE:** Notice of Budget Adjustments

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The Franklin City School Division requests that the following budget funds be adjusted to balance with city records for FY 2024.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Increase Expenditures, Project Hope	14-	3,900.00	250-4-60000-0291
Increase Revenue, Project Hope	14-	3,900.00	250-3-24000-0291



**William & Mary**  
School of Education  
P.O. Box 8795  
Williamsburg, VA 23187-8795

**Patricia A. Popp, Ph.D.**  
Virginia State Coordinator

**James H. Stronge, Ph.D.**  
Faculty Liaison

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Non-Subgrant Award Notification  
Education for Homeless Children and Youth Program  
CFDA No: 84.196A  
PR/Award Number: S196A220048

July 11, 2023

Dr. Carlton Carter  
Franklin City Public Schools  
207 West 2<sup>nd</sup> Street  
Franklin, Virginia 23851  
ccarter2@fcpsva.org

Dear Dr. Carlton Carter:

We are pleased to approve your application for non-subgrant McKinney-Vento state funding. Franklin City Public Schools is awarded \$3,900.00. These funds are provided under the McKinney-Vento Homeless Assistance Act, Title IX, Part A of the Elementary and Secondary Education Act.

To reimburse Franklin City, we need to add your school division to the W&M financial system. Please provide the name and email of the school division fiscal contact to whom instructions should be sent. Melanie Buffkin will email that person the directions to complete the process. Expenses can be reimbursed for the period from **February 1, 2023**, through **September 30, 2024**. Reimbursement forms will be provided by Project HOPE-VA. Please submit your request for reimbursement at least once during quarters in which expenses are incurred. School divisions must submit final reimbursement requests to Project HOPE-VA by **October 30, 2024**.

It is likely that additional funds budgeted for these awards will be available. Should you expend the award prior to the end date, please feel free to reach out to request a supplemental award.

We look forward to working with you in the coming months. Please feel free to contact us if we can be of assistance to you or your program.

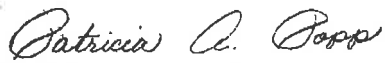
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**W&M Programs Sponsored by the Virginia Department of Education**  
Office: (757) 221-4002 Toll Free: (877) 455-3412 Fax: (757) 221-5300

E-mail: [homlss@wm.edu](mailto:homlss@wm.edu)

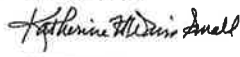
<http://www.wm.edu/hope/>

Sincerely,



Patricia A. Popp, Ph.D.  
State Coordinator

DocuSigned by:



B70CFC855F8741D...

Katherine H. Davis Small  
Director of Sponsored Programs

/prp

cc: Joe Wharff, Director – Office of Student Services, Virginia Department of Education  
Vernita Elliott, MV liaison, [velliott@fcpsva.org](mailto:velliott@fcpsva.org)



# FRANKLIN CITY PUBLIC SCHOOLS

OFFICE OF THE  
SUPERINTENDENT

207 West Second Avenue  
Franklin, Virginia 23851-1713  
(757) 569-8111 • Fax (757) 516-1015

## MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter *C. Carter*  
Division Superintendent

**DATE:** October 19, 2023

**RE:** Notice of Budget Adjustments

The Franklin City School Division requests that the following budget funds be adjusted to balance with city records for FY 2024.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Increase Revenues ESY Grant	52-	50,000.00	
Increase Expenditures ESY Grant	52-	50,000.00	

*Franklin City Public Schools is an equal educational opportunity school system. The School Board of the City of Franklin also adheres to the principles of equal opportunity in employment and, therefore, prohibits discrimination in terms and conditions of employment on the basis of race, sex, national origin, color, religion, or disability.*



# COMMONWEALTH of VIRGINIA

DEPARTMENT OF EDUCATION  
P.O. BOX 2120  
RICHMOND, VA 23218-2120

August 23, 2023

Dr. Carlton Carter  
Superintendent  
Franklin City Public Schools  
207 W. Second Avenue  
Franklin, VA 23851

Dear Dr. Carter:

I am very pleased to inform you that Franklin City Public Schools has been awarded **\$50,000** for your Planning Grant for an Extended School Year or Year-Round School Program.

The enclosed grant award notification reflects the total amount funded. The grant period is July 1, 2023 to June 30, 2025. The Virginia Department of Education will issue payment for one-third of the award amount on October 13, 2023. A second installment of one-third of the award amount will be made on January 19, 2024 and the final one-third payment will be issued on April 19, 2024. Please note: to be considered for additional funding for Fiscal Year 2025, Franklin City Public Schools must reapply.

The enclosed progress report is due **January 31, 2024**. The enclosed final report discussing the results of the planning project and a detailed expense report by line item must be submitted by **September 2, 2024**. *Please review the final report requirements prior to beginning your program. In particular, refer to the section on Student Achievement which requires that assessments be administered to students before and after implementation of the program to assess program impact.*

Any unused funds shall be returned to the Virginia Department of Education upon submission of the final expense report. In addition, if it is determined by the Department that any amounts of the Start-up Grant were used to pay for items outside the scope of the Grant award agreement, the funds must be returned to the Virginia Department of Education within 15 days of such notification.

If you have any questions, please contact Calypso Gilstrap, Instructional Technology Specialist, at (804) 225-2825 or by email at [Calypso.Gilstrap@doe.virginia.gov](mailto:Calypso.Gilstrap@doe.virginia.gov).

Sincerely,

A handwritten signature in cursive script that reads "Marcey Sorensen".

Dr. Marcey Sorensen  
Deputy Superintendent of Teaching and Learning

MS/CG/sl  
Enclosures



Tracy Morrison &lt;tmorrison@fcpsva.org&gt;

---

## EYS YRS Grant Notification

3 messages

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**Gilstrap, Calypso (DOE)** <Calypso.Gilstrap@doe.virginia.gov>

Wed, Sep 13, 2023 at 3:25 PM

To: Carlton Carter &lt;ccarter2@fcpsva.org&gt;

Cc: "dwhite@fcpsva.org" &lt;dwhite@fcpsva.org&gt;, "tmorrison@fcpsva.org" &lt;tmorrison@fcpsva.org&gt;

Dear Dr. Carter:

I am very pleased to inform you that Franklin City Public Schools has been awarded \$50,000 for your Planning Grant for an Extended School Year or Year-Round School Program.

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If you have any questions, please contact Calypso Gilstrap, Instructional Technology Specialist, at (804) 225-2825 or by email at Calypso.Gilstrap@doe.virginia.gov.






**Calypso Gilstrap | Instructional Technology Specialist****Office of Educational Technology and Classroom Innovation**

VIRGINIA DEPARTMENT OF EDUCATION

804.750.8708 | Calypso.Gilstrap@doe.virginia.gov

The information conveyed in this communication is intended for the use of the individual or entity named in the message or document, and may be legally privileged, confidential, and/or exempt from disclosure under applicable law. If you are not the intended recipient, then you have received it in error and are strictly prohibited from reading, copying, distributing, disseminating, or transmitting any of the information it conveys. If you received the communication in error, please destroy all electronic, paper, and other copies, and notify the sender of the error. Accidental transmission of this communication is not intended to waive any privilege or confidentiality protected under the Virginia Freedom of Information Act.

5 attachments

-  **1FranklinCover.pdf**  
147K
-  **FranklinCityPlanning.pdf**  
271K
-  **FY24 Jan24 Progress Report Planning Grant Template.docx**  
23K
-  **FY24 Sept24 Final Report Planning Grant Template.docx**  
33K
-  **GAN Attachment A - Special Terms and Conditions Edited .pdf**  
271K

**Tracy Morrison** <tmorrison@fcpsva.org> Wed, Sep 13, 2023 at 3:28 PM  
 To: Angela Edwards <aedwards@fcpsva.org>, Kimberly Billups <kbillups@fcpsva.org>, Catina Alston <calston@fcpsva.org>

FYI  
 [Quoted text hidden]

**Tracy Morrison**  
 Finance Director  
 Franklin City Public Schools  
 Ph 757-304-5412  
 tmorrison@fcpsva.org

7 attachments



image001.jpg  
14K



image001.jpg  
14K

-  **1FranklinCover.pdf**  
147K
-  **FranklinCityPlanning.pdf**  
271K



 **FY24 Jan24 Progress Report Planning Grant Template.docx**  
23K

 **FY24 Sept24 Final Report Planning Grant Template.docx**  
33K

 **GAN Attachment A - Special Terms and Conditions Edited .pdf**  
271K

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**Carlton Carter** <ccarter2@fcpsva.org>

Wed, Sep 13, 2023 at 3:55 PM

To: Catina Alston <calston@fcpsva.org>, Kimberly Billups <kbillups@fcpsva.org>, Meta Stratton <mstratton@fcpsva.org>

Cc: "dwhite@fcpsva.org" <dwhite@fcpsva.org>, "tmorrison@fcpsva.org" <tmorrison@fcpsva.org>, Tanieka Ricks <tricks@fcpsva.org>

Congratulations to Dr. White for making this happen!!

Carlton Carter, Ed.D  
Superintendent  
Franklin City Public Schools

[Quoted text hidden]

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**2 attachments**



**image001.jpg**  
14K



**image001.jpg**  
14K

COMMONWEALTH OF VIRGINIA  
DEPARTMENT OF EDUCATION  
PO BOX 2120  
RICHMOND, VIRGINIA 23218-2120



**GRANT AWARD NOTIFICATION**

Recipient Information		DOE Information	
1. Contact Information:	Director of Finance Franklin City Public Schools 207 W Second Avenue Franklin, VA 23851	10. Grant Authority:	Item 136.M of Chapter 2 from 2022 Special Session I
2. Unique Entity Identifier (UEI):	XUHLD8BN1XLD8	11. FAIN:	N/A
3. Payee Number:	00135	12. Federal/State Award Date:	July 1, 2023
4. Grant Award Title:	Planning Grant for Extended Year Program/Year -Round School Programs in Local School Divisions	13. Total Federal/State Award:	\$7,763,312
5. DOE Contact:	Calypso Gilstrap Instructional Technology Specialist 807-225-2825 Calypso.Gilstrap@doe.virginia.gov	14. Fund Source:	General
6. Grant Award Number:	APE60666-2024-135	15. Project Code:	APE60666
7. Grant Award Type:	<b>New</b>	16. Revenue Source Code:	240421
8. Grant Award Amount:	Original/Previous Current Award Total Award	17. Program Service Area:	143004
	\$50,000	18. Recipient Type:	Subrecipient
	\$50,000	19. Fiscal Year:	2024
9. Period of Grant Award:	July 1, 2023 – June 30, 2025	20. Indirect Cost Rate:	N/A Restricted
21. Special Terms and Conditions: All federal grant awards are subject to 2 CFR Part 200, and Appendix II for contracts made with federal funds from this grant award. All awards are further subject to "Additional Required Special Terms and Conditions for Grant Awards" on Attachment A. For Federal grant awards \$30,000 or greater, Attachment B – FFATA Reporting must be completed, signed, and returned to DOE upon request. This award is not for research and development. Indirect cost rates negotiated by DOE on LEA's behalf can be viewed at <a href="http://www.doe.virginia.gov/school_finance/budget/index.shtml">http://www.doe.virginia.gov/school_finance/budget/index.shtml</a>			

22. Program Specific Instructions:	Project is subject to attached Special Terms and Conditions (Attachment A) – Intellectual Property Section I The VDOE will issue payment for one third of the award amount on October 13, 2023. The second installment of one-third of the award amount will be made on January 19, 2024 and the final one-third will be issued on April 19, 2024. A progress report will be due on January 31, 2024. A final report discussing the results of the planning grant and a detailed expense report by line item must be submitted by September 2, 2024. The VDOE will provide a template for the reports. All reports should be emailed to <a href="mailto:VDOE_STEM@doe.virginia.gov">VDOE_STEM@doe.virginia.gov</a> and copy Calypso Gilstrap ( <a href="mailto:Calypso.Gilstrap@doe.virginia.gov">Calypso.Gilstrap@doe.virginia.gov</a> ) by the specified due date.
23. Authorized By:	24. Authorized By:  25. Date:
Dr. Marcey Sorensen, Deputy Superintendent for Teaching and Learning	Kent Dickey, Deputy Supt, Budget, Finance & Operations (or Designee)

# MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent

**DATE:** October 19, 2023

**RE:** Notice of Budget Adjustments

---

The Franklin City School Division requests that the following budget funds be adjusted to balance with city records for FY 2024.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Increase Revenues All-in-VA	54-	670,617.00	250-3-24000-0292
Increase Expenditures All-in-VA	54-	670,617.00	250-4-60000-0292



# SUPERINTENDENT'S EMAIL

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DATE: September 22, 2023

TO: Division Superintendents

FROM: Dr. Lisa Coons, Superintendent of Public Instruction

**SUBJECT: ALL In Spending Plan**

---

On September 14, Governor Youngkin signed [HB 6001/SB 6001](#), which included a significant investment in public education. As noted in the [September 14 edition of the Virginia Education Update](#), this approved budget provides one-time state per pupil funding for the implementation of the Virginia Literacy Act, learning loss, and to combat chronic absenteeism. This amendment increases state funding to school divisions by \$418.3 million in fiscal year 2024.

The Governor recommended that school divisions focus on an “ALL In” approach that uses 70 percent of allocated funds on Grade 3-8 high-intensity tutoring (see [playbook here](#)), 20 percent on the Virginia Literacy Act (VLA), and 10 percent on chronic absenteeism. Completion of a division spending plan will be the first step in meeting annual reporting requirements.

To receive allocated funds, school divisions must complete the attached spending plan, certified by the superintendent, outlining the priority uses for ALL In VA ([attached](#)). Once approved by the Superintendent of Public Instruction, VDOE will begin disbursing the school division's funding allocation on a recurring, semi-monthly basis through June 30, 2024. School divisions do not need to request reimbursement. Any remaining funds may be carried over to fiscal year 2025 if the school division certifies it will participate in the At-Risk Add-on program during the 2024-2026 biennium.

Approved spending plans will be posted on the ALL In VA webpage on the VDOE website.

Send completed spending plans to the VDOE budget office at [doebudgetoffice@doe.virginia.gov](mailto:doebudgetoffice@doe.virginia.gov) with “ALL In Spending Plan and Certification” in the subject line. Questions may also be sent to this same inbox.

LC/KD

**Virginia Department of Education**  
**School Division Spending Plan and Division Superintendent Certification**  
**Division's Allocation of the Per Pupil Funding Supporting the ALL In Virginia Initiative (Item 138.10 C., Chapter 1, 2023 Sp. Session I)**  
**(for the**

*Please note: School divisions must complete, and the division superintendent must certify, this use of funds spending plan for the division's per pupil funding allocation supporting the priority basis for ALL In VA. Upon submission to and approval by the Superintendent of Public Instruction, VDOE will begin paying the school division's funding allocation on a recurring, semi-monthly basis through June 30, 2024. School divisions do not need to request reimbursement. Approved spending plans will be posted on the ALL In VA webpage on the VDOE website. After each school year during which these funds are used, school divisions will report on the actual expenditure and obligation of funds based on the four use of funds categories below.*

Enter Your School Division Number Here or Use Drop-down Box:	135
School Division Name Will Populate:	FRANKLIN CITY

School Division FY24 Funding Allocation Will Populate:	670,617
Remaining Funding Allocation to Budget Below:	-

FY24 Funding Allocation Fully Budgeted Below

**Enter Information below by Spending Plan Category:**

Category 1: Tutoring/Learning Acceleration w/ Focus on Grades 3-8 (Goal 70% of funding)

\*For each line in this category, provide a concrete explanation in the text box (column E) describing how each line item funds will be used and then enter a line-item budget by fiscal year. If this column is left blank, the spending plan will not be approved.

Budgeted Line-item Expenditures	Enter FY24 Budgeted Amount	Enter FY25 Budgeted Amount	Enter FY26 Budgeted Amount	Enter Required Explanation:
1000 - Personnel Services	\$200,000	\$0.00	\$0.00	Franklin City Public Schools plans to pay up to 50 teachers a stipend of \$4,000 for in-school, after-school, and summer tutoring in reading and math for students in grades 3-8. Tutors will utilize evidence-based strategies from the "What Works Clearinghouse" to improve phonics, phonological awareness, fluency, vocabulary development, and comprehension. For math, conceptual, pictorial, and concrete methods will be used to enhance numeracy skills. Tutors will use a progress monitoring tool to ensure students are making adequate progress toward grade-level proficiency. In addition, all tutors will be trained to ensure the implementation of approved content using evidence-based instructional practices to support students needing Tier 2 and Tier 3 interventions. The school division employs these tutors.
2000 - Employee Benefits	\$15,300.00	\$0.00	\$0.00	This section is for FICA for up to 50 teachers receiving a \$4,000 stipend for after-school tutoring in reading and mathematics for Franklin City Public Schools students.
3000 - Purchased/Contracted Services	\$250,000.00	\$0.00	\$0.00	Franklin City Public Schools plans to pay United Interventions Inc. up to \$250,000 for tutoring services. The division plans to pay up to 20 tutors from outside of the school division to meet the needs of students by tutoring them in reading using evidence-based strategies from "What Works Clearinghouse" for literacy. These tutors will work with students in reading during the instructional day to improve their academic achievement and use a progress monitoring tool to ensure students are making adequate progress toward grade-level proficiency. Franklin City Public Schools will train tutors to work with students needing Tier 2 and Tier 3 interventions.
4000 - Internal Services	\$0.00	\$0.00	\$0.00	The school division will not use internal services.
5000 - Other Charges	\$0.00	\$0.00	\$0.00	The school division will not have any other charges.



1000 - Personnel Services	\$55,500.00	\$0.00	\$0.00	\$0.00	Franklin City Public Schools will hire a full-time truancy officer at the middle school (6-8) to target Chronic Absenteeism. The truancy officer will work with students and families by providing one-on-one support, and group mentoring sessions using strategies from "Attendance Works" to support students and families, and stressing the importance of daily attendance. The division is currently at a Level III for Chronic Absenteeism.
2000 - Employee Benefits	\$11,562.00	\$0.00	\$0.00	\$0.00	This section will cover benefits for FICA, health insurance, and retirement.
3000 - Purchased/Contracted Services	\$0.00	\$0.00	\$0.00	\$0.00	The school division will not use purchased/contracted services.
4000 - Internal Services	\$0.00	\$0.00	\$0.00	\$0.00	The school division will not use internal services.
5000 - Other Charges	\$0.00	\$0.00	\$0.00	\$0.00	The school division will not have any other charges.
6000 - Materials and Supplies	\$0.00	\$0.00	\$0.00	\$0.00	The school division will not purchase any additional materials and supplies for this position.
<b>Total =</b>	<b>\$67,062.00</b>				

**Category 4: Additional Operating and Infrastructure Support Expenditures**

\*For each line in this category, provide a concrete explanation in the text box (column E) describing how each line item funds will be used and then enter a line-item budget by fiscal year. If this column is left blank, the spending plan will not be approved.

(Enter an overall description here of how funds will be used in this category, including how the funds will address performance gains or losses related to reading and mathematics as directed in the appropriation act.)

Budgeted Line-item Expenditures	Enter FY24 Budgeted Amount	Enter FY25 Budgeted Amount	Enter FY26 Budgeted Amount	Enter Required Explanation:
1000 - Personnel Services	\$0.00	\$0.00	\$0.00	There are no additional operation or infrastructure support expenditures needed.
2000 - Employee Benefits	\$0.00	\$0.00	\$0.00	There are no additional operation or infrastructure support expenditures needed.
3000 - Purchased/Contracted Services	\$0.00	\$0.00	\$0.00	There are no additional operation or infrastructure support expenditures needed.
4000 - Internal Services	\$0.00	\$0.00	\$0.00	There are no additional operation or infrastructure support expenditures needed.
5000 - Other Charges	\$0.00	\$0.00	\$0.00	There are no additional operation or infrastructure support expenditures needed.
6000 - Materials and Supplies	\$0.00	\$0.00	\$0.00	There are no additional operation or infrastructure support expenditures needed.
<b>Total =</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

**Certification: "As division superintendent, I hereby certify that I have reviewed and approved this Use of Funds Spending Plan for the School Division."**

Division Superintendent Name:

Division Superintendent Digital Signature:

Date:

Superintendent of Public Instruction Approval:

Date:



1000 - Personnel Services
2000 - Employee Benefits
3000 - Purchased/Contracted Services
4000 - Internal Services
5000 - Other Charges
6000 - Materials and Supplies

\$365,324.00  
 \$35,263.53  
 \$250,000.00  
     \$0.00  
     \$0.00  
 \$20,029.47  
 \$670,617.00

# MEMORANDUM

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent

**DATE:** October 19, 2023

**RE:** Notice of Budget Adjustments

---

The Franklin City School Division requests that the following budget funds be adjusted to balance with city records for FY 2024.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Increase Revenues Stronger Conn.	55	227,933.50	
Increase Expenditures Stronger Conn.	55	227,933.50	

---

## Fwd: Stronger Connections Grant

1 message

---

**Clint Walters** <cwalters@fcpsva.org>  
To: Gina Stewart <gstewart@fcpsva.org>

Thu, Oct 12, 2023 at 9:49 AM

Here is the award letter.

CW

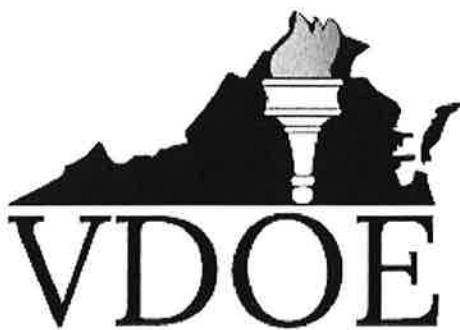
----- Forwarded message -----

From: **Granderson, Marsha (DOE)** <Marsha.Granderson@doe.virginia.gov>  
Date: Tue, Oct 3, 2023 at 4:17 PM  
Subject: Stronger Connections Grant  
To: Clint Walters <cwalters@fcpsva.org>  
Cc: Moore, Megan (DOE) <Megan.Moore@doe.virginia.gov>

Good afternoon,

Thank you for submitting a Stronger Connections Grant Award application. I am pleased to inform you that your application has been approved as submitted. No revisions are needed. Final allocations are in the process of being determined and an amendment may be needed once allocations are finalized. Please submit your application in OMEGA after your division completes the attached OP1 form. This is to designate the staff member(s) who will be submitting applications, budget transfers and reimbursements for the SCG award via [OMEGA.support@doe.virginia.gov](mailto:OMEGA.support@doe.virginia.gov) by October 12, 2023.

Marsha



**Marsha Granderson**  
Title IV Coordinator  
Office of ESEA Programs  
VIRGINIA DEPARTMENT OF EDUCATION  
804-750-8752 | [marsha.granderson@doe.virginia.gov](mailto:marsha.granderson@doe.virginia.gov)

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***Clint Walters, Ed.D.***  
Director of Operations  
Franklin City Public Schools  
207 W. Second Ave  
Franklin, VA 23851

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**2 attachments**

 **op1-form.xlsx**  
45K

 **op-vdoe-form.xlsx**  
49K

**E. BUDGET SUMMARY**

		Stronger Connections Grant (SCG) Program Budget for 2023-2024 Award: S424F220048 Project Code: APE60155	
		Requested Amount:	227,933.50
OBJECT CODE	EXPENDITURE	AMOUNT BUDGETED	DOES THE BUDGET SUMMARY MATCH THE DETAILED BUDGET BREAKDOWN?
1000 - Personnel Services	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	177,000.00	
	Private School Set-Aside		
	<b>Total Personnel Services</b>	<b>177,000.00</b>	Yes
2000 - Employee Benefits	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	41,513.50	
	Private School Set-Aside		
	<b>Total Employee Benefits</b>	<b>41,513.50</b>	Yes
3000 - Purchased/Contracted Services	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	6,000.00	
	Private School Set-Aside		
	<b>Total Purchased/Contracted Services</b>	<b>6,000.00</b>	Yes
4000 - Internal Services	Internal Services		
	Private School Set-Aside		
	<b>Total Internal Services</b>	<b>0.00</b>	Yes
5000 - Other Charges	Indirect Costs		
	Non-Administrative	1,200.00	
	Private School Set-Aside		
	<b>Total Other Charges</b>	<b>1,200.00</b>	Yes
6000 - Materials and Supplies	Administrative (reserve not more than 2 percent for the direct administrative costs of carrying out the division's responsibilities)		
	Non-Administrative	2,220.00	
	Private School Set-Aside		
	<b>Total Materials and Supplies</b>	<b>2,220.00</b>	Yes
8000 - Capital Outlay	Non-Administrative		
	Private School Set-Aside		
	<b>Total Capital Outlay</b>	<b>0.00</b>	Yes
<b>TOTAL SUBGRANT BUDGET</b>		<b>227,933.50</b>	
<b>TOTAL SET-ASIDE BUDGET</b>		<b>0.00</b>	Are the administrative charges less than or equal to 2% of the allocation? Yes
<b>TOTAL PRIVATE SCHOOL-SET-ASIDE BUDGET</b>		<b>0.00</b>	Does the Private School Set-Aside Match the Value of Services on the Private School tab? Yes
			Does the Budget Summary Match the Total Allocation? Yes

Notes: (1) Object codes 7000 and 9000 are not used in application budgets or in requests for reimbursements for this grant.  
 (2) Indirect costs claims are subject to the availability of funds and statutory or administrative restrictions. Title III, Part A and Title IV, Part A, place a statutory limitation or cap on administrative costs. Because the cap applies to the combined claims for indirect costs and direct administrative costs, divisions may not be able to claim the entirety of their indirect costs. The amount unrecovered may not be shifted to another federal award.

**MEMORANDUM**

**TO:** Amanda Jarratt  
Franklin City Manager

**FROM:** Dr. Carlton Carter  
Division Superintendent

**DATE:** October 19, 2023

**RE:** Notice of Budget Adjustments

---

The Franklin City School Division requests that the following budget funds be adjusted to balance with city records for FY 2024.

<i>Accounting Use Only</i>	<i>School Account</i>	<i>Amount</i>	<i>City Account</i>
Title II Increase Revenues		9,502.66	250-3-33010-0272
Title II Increase Expenditures		9,502.66	250-4-60000-0072

**Virginia Department of Education**  
**Elementary and Secondary Education Act of 1965**  
**Title II, Part A, Supporting Effective Instruction**  
**2023-2024 Grant Allocations**

Div Num	Division/LEA	Age 5-17 Population from 2021 U.S. Census Data or Estimate	20% of Allocation Based on Age 5-17 Population	Age 5-17 in Families in Poverty from 2021 U.S. Census Data or Estimate	80% of Allocation Based on Age 5-17 in Families in Poverty	Total 2023-2024 Allocation	22.06% of Allocation as of July 1, 2023	77.94% of Allocation as of Oct. 1, 2023
072	POWHATAN	4,317	25,325.79	292	55,284.44	80,610.23	17,782.19	62,828.04
073	PRINCE EDWARD	2,520	14,783.64	617	116,816.77	131,600.41	29,030.35	102,570.06
074	PRINCE GEORGE	7,342	43,072.03	864	163,534.01	206,606.04	45,576.19	161,029.85
075	PRINCE WILLIAM	95,256	558,821.73	7,499	1,419,787.60	1,978,609.33	436,470.66	1,542,138.67
077	PULASKI	4,472	26,235.10	814	154,114.83	180,349.93	39,784.23	140,565.70
078	RAPPAHANNOCK	936	5,491.07	137	25,938.25	31,429.32	6,933.14	24,496.18
079	RICHMOND	1,140	6,687.84	210	39,664.69	46,352.53	10,225.12	36,127.41
080	ROANOKE	14,778	86,695.51	1,180	223,315.04	310,010.55	68,386.67	241,623.88
081	ROCKBRIDGE	3,079	18,063.03	459	86,807.92	104,870.95	23,133.97	81,736.98
082	ROCKINGHAM	13,889	81,480.17	1,347	254,980.52	336,460.69	74,221.43	262,239.26
083	RUSSELL	3,624	21,260.29	802	151,842.87	173,103.16	38,185.63	134,917.53
084	SCOTT	3,019	17,711.04	571	108,060.24	125,771.28	27,744.47	98,026.81
085	SHENANDOAH	6,973	40,907.28	980	185,590.99	226,498.27	49,964.31	176,533.96
086	SMYTH	4,328	25,390.32	894	169,261.25	194,651.57	42,939.10	151,712.47
087	SOUTHAMPTON	2,587	15,176.70	433	81,980.00	97,156.70	21,432.25	75,724.45
088	SPOTSYLVANIA	26,609	156,102.37	2,525	478,011.57	634,113.94	139,882.15	494,231.79
089	STAFFORD	32,075	188,168.80	1,939	367,111.37	555,280.17	122,491.84	432,788.33
090	SURRY	763	4,476.16	155	29,346.19	33,822.35	7,461.03	26,361.32
091	SUSSEX	1,217	7,139.56	303	57,367.07	64,506.63	14,229.82	50,276.81
092	TAZEWELL	5,841	34,266.37	1,480	280,208.78	314,475.15	69,371.54	245,103.61
093	WARREN	6,496	38,108.95	816	154,398.83	192,507.78	42,466.19	150,041.59
094	WASHINGTON	7,245	42,502.98	1,182	223,788.36	266,291.34	58,742.45	207,548.89
095	WESTMORELAND	2,068	12,131.97	491	92,866.49	104,998.46	23,162.10	81,836.36
096	WISE	5,234	30,705.39	1,189	225,113.68	255,819.07	56,432.32	199,386.75
097	WYTHE	4,125	24,199.42	1,038	196,524.81	220,724.23	48,690.59	172,033.64
098	YORK	12,901	75,684.04	703	133,099.17	208,783.21	46,056.46	162,726.75
101	ALEXANDRIA	17,978	105,468.39	2,606	493,347.32	598,815.71	132,095.55	466,720.16
102	BRISTOL	2,627	15,411.36	758	143,512.34	158,923.70	35,057.72	123,865.98
103	BUENA VISTA	1,003	5,884.12	208	39,380.69	45,264.81	9,985.18	35,279.63
104	CHARLOTTESVILLE	4,825	28,305.98	915	173,142.52	201,448.50	44,438.46	157,010.04
106	COLONIAL HEIGHTS	3,163	18,555.82	511	96,747.76	115,303.58	25,435.35	89,868.23
108	DANVILLE	6,946	40,748.88	2,546	482,082.17	522,831.05	115,333.74	407,497.31
109	FALLS CHURCH	2,725	15,986.28	79	14,957.09	30,943.37	6,825.94	24,117.43
110	FREDERICKSBURG	4,188	24,569.01	847	160,315.40	184,884.41	40,784.51	144,099.90
111	GALAX	1,213	7,116.10	426	80,654.69	87,770.79	19,361.77	68,409.02
112	HAMPTON	21,194	124,335.14	3,833	725,750.21	850,085.35	187,524.29	662,561.06
113	HARRISONBURG	5,922	34,741.56	1,010	191,223.56	225,965.12	49,846.70	176,118.42
114	HOPEWELL	4,386	25,730.58	1,253	237,183.48	262,914.06	57,997.44	204,916.62
115	LYNCHBURG	10,418	61,117.46	2,268	429,401.03	490,518.49	108,205.76	382,312.73
116	MARTINSVILLE	2,588	15,182.57	770	145,736.97	160,919.54	35,497.99	125,421.55
117	NEWPORT NEWS	30,160	176,934.40	6,844	1,295,778.18	1,472,712.58	324,872.54	1,147,840.04
118	NORFOLK	30,891	181,222.83	6,623	1,253,936.19	1,435,169.02	316,588.42	1,118,570.60
119	NORTON	600	3,519.92	175	33,132.80	36,652.72	8,085.39	28,567.33
120	PETERSBURG	5,060	29,684.62	1,750	331,233.29	360,917.91	79,616.57	281,301.34
121	PORTSMOUTH	15,817	92,790.83	3,942	746,245.21	839,036.04	185,086.87	653,949.17
122	RADFORD	1,506	8,834.99	239	45,249.93	54,084.92	11,930.84	42,154.08
123	RICHMOND CITY	25,845	151,620.34	8,808	1,667,622.81	1,819,243.15	401,315.33	1,417,927.82
124	ROANOKE CITY	15,817	92,790.83	4,079	772,183.46	864,974.29	190,808.71	674,165.58
126	STAUNTON	3,452	20,251.25	589	111,420.86	131,672.11	29,046.17	102,625.94
127	SUFFOLK	16,736	98,182.17	2,093	396,222.79	494,404.96	109,063.10	385,341.86
128	VIRGINIA BEACH	73,808	432,996.49	8,340	1,579,063.58	2,012,060.07	443,849.72	1,568,210.35
130	WAYNESBORO	3,749	21,993.60	692	130,969.21	152,962.81	33,742.78	119,220.03
131	WILLIAMSBURG/JAMES CITY CO.	13,171	77,268.00	1,392	263,500.39	340,768.39	75,171.69	265,596.70
132	WINCHESTER	4,562	26,763.09	774	146,494.29	173,257.38	38,219.65	135,037.73
134	FAIRFAX CITY							
135	FRANKLIN CITY	1,508	8,846.72	505	95,611.78	104,458.50	23,042.99	81,415.51
136	CHESAPEAKE CITY	45,731	268,282.07	4,142	784,253.26	1,052,535.33	232,183.68	820,351.65
137	LEXINGTON	625	3,666.58	75	14,199.77	17,866.35	3,941.22	13,925.13
138	EMPORIA							
139	SALEM	3,628	21,283.75	449	85,009.29	106,293.04	23,447.68	82,845.36
142	POQUOSON	2,316	13,586.67	117	22,151.84	35,738.51	7,883.72	27,854.79
143	MANASSAS CITY	7,824	45,899.69	1,138	215,410.50	261,310.19	57,643.63	203,666.56
144	MANASSAS PARK	3,083	18,086.50	359	67,969.56	86,056.06	18,983.51	67,072.55
202	COLONIAL BEACH	509	2,986.06	112	21,204.99	24,191.05	5,336.42	18,854.63
207	WEST POINT	641	3,760.44	65	12,306.47	16,066.91	3,544.27	12,522.64
218	VSDB-STAUNTON	52	305.06	13	2,459.40	2,764.46	609.83	2,154.63
917	DEPT. OF JUVENILE JUSTICE	86	504.52	21	4,061.13	4,565.65	1,007.16	3,558.49
	<b>TOTALS</b>	<b>1,392,918</b>	<b>8,171,586.60</b>	<b>172,642</b>	<b>32,686,354.40</b>	<b>40,857,943.00</b>	<b>9,013,044.26</b>	<b>31,844,898.74</b>

Original estimate was 94,955.84

**From:** [DirectingAdministrator@NationalOpioidOfficialSettlement.com](mailto:DirectingAdministrator@NationalOpioidOfficialSettlement.com)  
**To:** [DirectingAdministrator@NationalOpioidOfficialSettlement.com](mailto:DirectingAdministrator@NationalOpioidOfficialSettlement.com)  
**Cc:** [rpetkauskas@browngreer.com](mailto:rpetkauskas@browngreer.com); [rmotley@browngreer.com](mailto:rmotley@browngreer.com)  
**Subject:** National Opioid Settlements – Upcoming Distributor Settlement Payments – Virginia  
**Date:** Thursday, October 19, 2023 12:52:11 PM  
**Attachments:** [Remaining Deficiency Fund Allocation Dist. Pmnt 3 \(2023\).pdf](#)

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This is an official communication from the Directing Administrator of the National Opioid Settlements. Pursuant to Section D.2-3 of the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (“Virginia MOU”), a supplemental attorneys’ fees and costs fund (the “Deficiency Fund”) was established to compensate counsel for the Participating Political Subdivisions that filed suit on or prior to April 30, 2020. Pursuant to Section D.4 of the Virginia MOU, the amount allocated to the Deficiency Fund was 25% of the Subdivision Share and 25% of the Direct Subdivision Abatement Share of each payment. The trustees of the Deficiency Fund have informed us that there are funds remaining in the fund after payment to counsel for Distributor Year 3. Pursuant to Section D.7 of the Virginia MOU, the remaining funds are reverting back to the Participating Political Subdivisions in accordance with the Allocation Percentages in the attached PDF. We will be issuing these payments at the end of October.

As a reminder, your Case Manager is Rachel Motley whose email address is [rmotley@browngreer.com](mailto:rmotley@browngreer.com). We invite you to direct any questions you may have regarding these upcoming payments to Rachel.

Sincerely,

**Directing Administrator**  
**National Opioid Settlements**  
**BROWNGREER PLC**  
Telephone: (888) 441-2010  
[www.NationalOpioidOfficialSettlement.com](http://www.NationalOpioidOfficialSettlement.com)

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			<b>Distributors Payment 3</b>
Deficiency Fund Remaining Amounts			\$1,424,497.57
	<b>Allocation Percentage (per MOU Ex. A)</b>	<b>Corrected Allocation Percentage</b>	
Accomack County	0.348%	0.348003480034800%	\$4,957.30
Albemarle County	0.863%	0.863008630086301%	\$12,293.54
Alexandria City	1.162%	1.162011620116200%	\$16,552.83
Alleghany County	0.213%	0.213002130021300%	\$3,034.21
Amelia County	0.100%	0.100001000010000%	\$1,424.51
Amherst County	0.299%	0.299002990029900%	\$4,259.29
Appomattox County	0.133%	0.133001330013300%	\$1,894.60
Arlington County	1.378%	1.378013780137800%	\$19,629.77
Augusta County	0.835%	0.835008350083501%	\$11,894.67
Bath County	0.037%	0.037000370003700%	\$527.07
Bedford County	0.777%	0.777007770077701%	\$11,068.46
Bland County	0.147%	0.147001470014700%	\$2,094.03
Botetourt County	0.362%	0.362003620036200%	\$5,156.73
Bristol City	0.434%	0.434004340043400%	\$6,182.38
Brunswick County	0.107%	0.107001070010700%	\$1,524.23
Buchanan County	0.929%	0.929009290092901%	\$13,233.71
Buckingham County	0.127%	0.127001270012700%	\$1,809.13
Buena Vista City	0.078%	0.078000780007800%	\$1,111.12
Campbell County	0.456%	0.456004560045600%	\$6,495.77
Caroline County	0.318%	0.318003180031800%	\$4,529.95
Carroll County	0.440%	0.440004400044000%	\$6,267.85
Charles City County	0.073%	0.073000730007300%	\$1,039.89
Charlotte County	0.138%	0.138001380013800%	\$1,965.83
Charlottesville City	0.463%	0.463004630046300%	\$6,595.49
Chesapeake City	2.912%	2.912029120291200%	\$41,481.78
Chesterfield County	4.088%	4.088040880408800%	\$58,234.04
Clarke County	0.125%	0.125001250012500%	\$1,780.64
Colonial Heights City	0.283%	0.283002830028300%	\$4,031.37
Covington City	0.100%	0.100001000010000%	\$1,424.51
Craig County	0.070%	0.070000700007000%	\$997.16
Culpeper County	0.790%	0.790007900079001%	\$11,253.64
Cumberland County	0.100%	0.100001000010000%	\$1,424.51
Danville City	0.637%	0.637006370063701%	\$9,074.14
Dickenson County	0.948%	0.948009480094801%	\$13,504.37
Dinwiddie County	0.196%	0.196001960019600%	\$2,792.04
Emporia City	0.050%	0.050000500005000%	\$712.26
Essex County	0.101%	0.101001010010100%	\$1,438.76
Fairfax County	8.672%	8.672086720867210%	\$123,533.66
Fairfax City	0.269%	0.269002690026900%	\$3,831.94

Falls Church City	0.102%	0.102001020010200%	\$1,453.00
Fauquier County	1.210%	1.210012100121000%	\$17,236.59
Floyd County	0.182%	0.182001820018200%	\$2,592.61
Fluvanna County	0.194%	0.194001940019400%	\$2,763.55
Franklin County	0.954%	0.954009540095401%	\$13,589.84
<b>Franklin City</b>	<b>0.079%</b>	<b>0.079000790007900%</b>	<b>\$1,125.36</b>
Frederick County	1.277%	1.277012770127700%	\$18,191.02
Fredericksburg City	0.524%	0.524005240052400%	\$7,464.44
Galax City	0.139%	0.139001390013900%	\$1,980.07
Giles County	0.409%	0.409004090040900%	\$5,826.25
Gloucester County	0.424%	0.424004240042400%	\$6,039.93
Goochland County	0.225%	0.225002250022500%	\$3,205.15
Grayson County	0.224%	0.224002240022400%	\$3,190.91
Greene County	0.178%	0.178001780017800%	\$2,535.63
Greensville County	0.124%	0.124001240012400%	\$1,766.39
Halifax County	0.353%	0.353003530035300%	\$5,028.53
Hampton City	1.538%	1.538015380153800%	\$21,908.99
Hanover County	1.079%	1.079010790107900%	\$15,370.48
Harrisonburg City	0.523%	0.523005230052301%	\$7,450.20
Henrico County	4.473%	4.473044730447300%	\$63,718.41
Henry County	1.220%	1.220012200122000%	\$17,379.04
Highland County	0.023%	0.023000230002300%	\$327.64
Hopewell City	0.344%	0.344003440034400%	\$4,900.32
Isle of Wight County	0.356%	0.356003560035600%	\$5,071.26
James City County	0.612%	0.612006120061201%	\$8,718.01
King George County	0.306%	0.306003060030600%	\$4,359.01
King William County	0.178%	0.178001780017800%	\$2,535.63
King and Queen County	0.072%	0.072000720007200%	\$1,025.65
Lancaster County	0.135%	0.135001350013500%	\$1,923.09
Lee County	0.556%	0.556005560055601%	\$7,920.29
Lexington City	0.093%	0.093000930009300%	\$1,324.80
Loudoun County	2.567%	2.567025670256700%	\$36,567.22
Louisa County	0.449%	0.449004490044900%	\$6,396.06
Lunenburg County	0.088%	0.088000880008800%	\$1,253.57
Lynchburg City	0.816%	0.816008160081601%	\$11,624.02
Madison County	0.163%	0.163001630016300%	\$2,321.95
Manassas City	0.452%	0.452004520045200%	\$6,438.79
Manassas Park City	0.095%	0.095000950009500%	\$1,353.29
Martinsville City	0.494%	0.494004940049400%	\$7,037.09
Mathews County	0.088%	0.088000880008800%	\$1,253.57
Mecklenburg County	0.344%	0.344003440034400%	\$4,900.32
Middlesex County	0.108%	0.108001080010800%	\$1,538.47
Montgomery County	1.205%	1.205012050120500%	\$17,165.37
Nelson County	0.147%	0.147001470014700%	\$2,094.03
New Kent County	0.156%	0.156001560015600%	\$2,222.24
Newport News City	2.047%	2.047020470204700%	\$29,159.76
Norfolk City	3.388%	3.388033880338800%	\$48,262.46



*Office of the City Manager  
Amanda C. Jarratt*

November 7, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Literary Loan Franklin City Public Schools

**Background Information**

Franklin City Public Schools is requesting to work with the City of Franklin to pursue a Literary Loan to fund the completion of the roof projects. Applications are due within the next week and the school staff has completed the required application.

**Needed Action**

Adopt the attached resolution allowing the City of Franklin to work with Franklin City Public Schools to seek Literary Loan funding for the remainder of the roof projects.



**RESOLUTION OF CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA,  
APPROVING APPLICATION FOR LOAN FROM THE LITERARY FUND OF  
VIRGINIA  
RESOLUTION #2023-27**

**WHEREAS**, the City Council of the City of Franklin, Virginia has determined that there is an urgent need to make capital improvements to the City’s school facilities, specifically roof replacements and similar renovations at various school facilities for school purposes; and

**WHEREAS**, at a meeting of the City Council held in the City, the City of Franklin School Board has provided to the City Council an application addressed to the Virginia Board of Education through its Department of Education for the purpose of borrowing in a loan from the Virginia Literary Fund through the Virginia Literary Loan Program of \$2,000,000 for the Project and to be treated as general obligation bonds of the City for the purpose of financing the Project for school purposes.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FRANKLIN, VIRGINIA** that that the Application of the School Board for a Literary Loan for the Project in the amount of \$2,000,000 is hereby approved and the City Manager and other City representatives are hereby authorized to take all actions to assist in completing and submitting such Application to the VDOE and authority is hereby granted to the School Board to borrow \$2,000,000 for the Project for the purposes set out in the Application.

**RESOLVED FURTHER**, that the City Council will each year during the life of these loans, at the time they fix the regular levies, fix a rate of levy for schools or make a cash appropriation sufficient for operation expenses and to pay these loans in annual installments and the interest thereon, as required by law regulating loans from the Literary Fund.

**FURTHER RESOLVED**, that this Resolution shall take effect immediately.

Adopted by the City Council of the City of Franklin, Virginia, on November 13, 2023.

CERTIFICATE OF ADOPTION OF RESOLUTION

The undersigned Clerk of the City Council of the City of Franklin hereby certifies that the Resolution set forth above was duly adopted during an open meeting on November 13, 2023, by a majority of the members of the City Council of Franklin at a regular meeting with the following votes:

Aye:

Nay:

Abstentions:

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

By: \_\_\_\_\_  
Clerk to City Council of the City of Franklin, Virginia



*Office of the City Manager  
Amanda C. Jarratt*

November 7, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Franklin City Public Schools CTE Update

**Background Information**

At the request of Franklin City Council Superintendent Carter will be present to provide an update on the plan to implement additional Career and Technical Education Curriculum at Franklin City Public Schools.

**Needed Action**

None at this time.



*Office of the City Manager  
Amanda C. Jarratt*

November 7, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Commerce Park Area Land Sale

**Background Information**

In accordance with the direction provided by Franklin City Council City staff contacted the two parties interested in the property owned by the City located in the area of Commerce Park Road. They were instructed that the Council would divide the property in half for a price of \$20,000 each with a right of first refusal to be retained by the City for a period of five years.

Both individuals have expressed their intent to move forward with the sale of the property. Legal counsel has drafted the attached for your consideration to allow the land transaction to proceed.

**Needed Action**

Consider action on the attached resolutions.



## **AN ORDINANCE APPROVING THE CONVEYANCE OF CITY REAL PROPERTY**

The Council of the City of Franklin, Virginia (the “City”) hereby finds as follows:

**WHEREAS**, on September 25, 2023, the Council of the City of Franklin, Virginia (the “City Council”) conducted a public hearing regarding the potential sale and/or disposition of any and all of the City’s interest in certain real property located south of Armory Drive and east of Commerce Park Road, Franklin, Virginia, between Tax Parcels # 135-169-G and 135-169-F, being approximately 0.476 acres of undeveloped and unpaved land (the “Property”), having previously conducted a public hearing on July 24, 2023 regarding the vacation of any alley, street, or other dedicated public right of way within the Property pursuant to § 15.2-2006 of the Code of Virginia, as amended, upon application filed by the owner of Tax Parcel # 135-169-G, R. W. Tyler & Associates LTD (“R. W. Tyler”); and

**WHEREAS**, in accordance with the requirements of §§ 15.2-1800, 1813, and 2100 of the Code of Virginia, as amended, prior to the adoption of this Ordinance, the City advertised a descriptive notice of the potential disposition of the Property and requested that interested parties deliver a written offer of purchase for the Property, including the proposed purchase price, to the City in advance of the hearing; and

**WHEREAS**, following the conclusion of the public hearing, the City has received proposals for the purchase of the Property from the owners of the abutting parcels – namely, from R. W. Tyler, as owner of Tax Parcel # 135-169-G to the south of the Property, and Beam Properties LLC (“Beam Properties”), as owner of Tax Parcel # 135-169-F to the north of the Property; and

**WHEREAS**, City Council has considered the terms and conditions of all purchase offers, the recommendations of staff, and the comments of the public, if any, on the proposed conveyance of the Property; and

**WHEREAS**, a review by the relevant City departments indicates that the City has no immediate need or use for the Property; and

**WHEREAS** the sale will provide additional tax revenue to the City; and

**WHEREAS**, after having complied with all requirements of Virginia Code §§ 15.2-1800, 2006, and 2100, City Council has determined that it is appropriate and in the best interests of the City to divide the Property along its centerline and to convey, sell, and quitclaim the southern half of the Property to the immediately abutting parcel owner, R. W. Tyler for Twenty Thousand Dollars (\$20,000) (the “R. W. Tyler Purchase Price”), and to convey, sell, and quitclaim the northern half of the Property to the immediately abutting parcel owner, Beam Properties, for Twenty Thousand Dollars (\$20,000) (the “Beam Properties Purchase Price”), each as the highest responsible bidders, subject to the terms of the purchase agreement set out below.



**NOW, THEREFORE, BE IT ORDAINED AND RESOLVED** by the Council for the City of Franklin, Virginia at its regular meeting on this 13<sup>th</sup> day of November, 2023 as follows:

1. The City hereby approves the split of the Property along the centerline and its addition in equal parts to the abutting parcels, Tax Parcels # 135-169-G and 135-169-F, pursuant to a quitclaim sale and conveyance, such that the southern half of the Property from the centerline to its boundary line with Tax Parcel # 135-169-G shall be quitclaimed to R. W. Tyler for the R. W. Tyler Purchase Price and the northern half of the Property from the centerline to its boundary line with Tax Parcel # 135-169-F shall be quitclaimed to Beam Properties for the Beam Properties Purchase Price, subject in each case to (i) the rights of the City and any other owners of any public utility installations which have been previously erected within the Property and all other easements and other encumbrances of record on the Property, and (ii) a right of first refusal granted by each of the grantees, R. W. Tyler and Beam Properties, and their successors and assigns, for the benefit of the City for a term of five (5) years entitling the City to repurchase the northern and southern portions of the Property so conveyed for the original purchase price of \$20,000, respectively (the “Terms of Sale”).

2. The City Council hereby authorizes the Mayor, the City Manager, and the City Attorney hereby authorized and directed to take such action as is necessary in their sole discretion to carry out the purposes and intents of this ordinance, including without limitation, to undertake the negotiation and execution of (i) a purchase agreement in accordance with the Terms of Sale; (ii) quitclaim deeds, in a form approved by the City Attorney, to complete the sale and conveyance of the southern half of the Property to R. W. Tyler for R. W. Tyler Purchase Price and the northern half of the Property to Beam Properties for the Beam Properties Purchase Price, and (iii) all other documents related to such conveyance as are approved by the City Attorney, including without limitation, a settlement statement and owner’s affidavit and a deed of boundary line vacation and/or relocation as required under the City Code to effect the division of the Property and the addition of each half to the abutting parcels. The City Attorney is hereby authorized to take whatever steps are necessary to affect the closing of said sale and conveyance of the Property (the “Closing”).

3. Any public alley, street, or other dedicated right of way existing within the Property is hereby vacated pursuant to § 15.2-2006 of the Code of Virginia, as amended, upon Closing;

4. The Clerk of the City Council is hereby directed to forward a certified copy of this ordinance the Clerk of the Circuit Court of Southampton County, for recordation among the said County land records at the time of Closing; and

5. This ordinance is effective upon adoption.

Upon a call for an aye and nay vote on the foregoing ordinance, the members of the Council of the City of Franklin, Virginia, voted or abstained as follows:

<u>Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Robert "Bobby" Cutchins, Mayor				
Mark R. Kitchen, Ward 1				
Ray Smith, Ward 2				
Gregory McLemore, Ward 3				
Linwood Johnson, Ward 4				
Mrs. Wynndolyn H. Copeland, Ward 5				
Mrs. Jessica G. Banks, Ward 6				

In accordance with Section 15.2-2100(A) of the Code of Virginia, as amended, an ordinance authorizing the sale of public places owned by the City must be passed by a recorded affirmative vote of three-fourths of all the members elected to City Council.

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Robert "Bobby" Cutchins, Mayor

A True Copy Test:

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Clerk of Council



*Office of the City Manager  
Amanda C. Jarratt*

November 7, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: Juneteenth Cultural Celebration 2024

**Background Information**

Councilman Mclemore will provide an update on plans for the Juneteenth Cultural Celebration 2024.

**Needed Action**

Provide direction to staff.



Office of the City Manager  
Amanda C. Jarratt

November 7, 2023

To: Franklin City Council

From: Amanda C. Jarratt, City Manager

Reference: City Manager's Report

### **General Updates**

- Staff continues to work on the various capital projects approved by City Council.
  - The staff committee for the Armory Project consists of Chad Edwards, Sammara Green, and Lin Darden. Carlee Gurskiy will also be involved. Camp Community College and other community partners will offer feedback throughout the design process. Staff has now participated in three webinars with HUD about our grant award. Kimley Horne has been hired to navigate the HUD Grant process as mentioned in the previous City Council meeting. Our preliminary HUD package has been submitted to HUD.
  - The staff committee for the courthouse renovation project will consist of Chief Steve Patterson, Chad Edwards, and Lin Darden. The judges, Clerk of Court, and Sherriff's Department in addition to other stakeholders will be consulted throughout the design process. A meeting was held with the architects and judges. Final changes to the plans are being made and we are now beginning to work on a more concrete timeline.
  - The staff committee met regarding Riverwalk Park.
    - The kayak design is underway. Survey is complete for the kayak launch additional area. We will incorporate this into the site plans.
    - Kayak launch design underway.
    - Flood study (no-rise study) underway. Not all bridge crossings requested from City are available. Awaiting completion of kayak launch to update.
    - At the moment we're currently awaiting the final site plan and kayak launch design before we can move forward with the Joint Permit Application for the VMRC and Corps permits. Once we have the final design in hand, we can prepare the required impacts mapping and update details relating to the VMRC component of the application. It should take us around 2 weeks to finalize the application after the plans are received.
- Staff continues to work with DHCD and Summit Engineering on the Laurel Street CDBG Grant. Client intake and income verifications have begun and contracts are about to be issued. There may be a funding shortage so the Management Team is investigating other sources of funds potentially including HOME Funds. As a result of Summit's resignation we are working to procure Kimely Horne to assist us in managing the grant.
- Staff continues to meet with regional partners to discuss next steps on the regional radio system as well as violence and crime prevention.
- Four responses were received for the Franklin Southampton radio project and they are currently under review by the review team.


- Staff continues to work with Court Services and our other locality partners for both short and long term solutions to the juvenile detention situation. An RFP to procure an architect to design a potential expansion of Western Tidewater Regional Jail. Mosley Architects has been selected to assist the Western Tidewater Jail Board to conduct the necessary feasibility study.
- The Literary Loan process continues with Franklin City Public Schools. The contactor is working on the project and the first draw of funds is underway. A second application was considered earlier on the agenda.
- City Council held a retreat on March 2<sup>nd</sup>. The following topics were discussed and will be worked on by staff:
  - Food Trucks
    - A draft of updated regulations is being drafted by staff for review by the Planning Commission and Franklin City Council.
  - Increased Code Enforcement
    - Staff is working on a demolition plan for the posted unsafe structures. We are putting a plan in place to prepare for high grass season. We are working with legal to draft updated ordinances for parking and vehicles.
  - Communication with Franklin City Public Schools
    - We held a joint meeting with Franklin City Public Schools on March 30<sup>th</sup>. Additional meetings are being scheduled to maintain communication.
  - Increased focus and investment in Public Safety
    - Additional positions are included in the FY 24 budget. The updated radio system project is moving to Phase 2.
  - Historic District
    - Staff is reviewing the ordinance that is in place and providing a list of the individuals that need to be appointed. Staff is waiting on appointments from Franklin City Council.
  - Youth
    - Working on updated youth programming and additional partnerships.
    - The College Drive park build was a success and is now open to the public. A variety of upcoming activities for youth are planned for the remainder of the summer.
  - Special Tax Districts
    - Under discussion and research ongoing.
  - Camp Community College Partnerships
    - Under discussion.
  - Improved Communication with the Public through various means
    - A review of the PEG Channel and necessary equipment purchases are underway. Staff is working to update City Clips. Staff is researching other best practices. An Instagram page has been created.

### **Upcoming Community Events**

- November 11<sup>th</sup>- Holiday Open House & Craft Fair
- December 1<sup>st</sup>- Holiday Parade
- December 3<sup>rd</sup>- Elf Parade & Tree Lighting Ceremony





 City of Franklin and Parks & Recreation  
Proudly Presents the 2023

# Christmas Parade

**THEME:**

**CANDY CANE  
LANE**

**DECEMBER**

 **FRIDAY**

**1**

**7 PM - 9 PM**

4th Avenue & Main Street Franklin, VA 23851

*Sign-Up*

For questions, please call:

757-562-2475 or  
christmasparade23@franklinva.com





CITY OF FRANKLIN PARKS & RECREATION

# Holiday Elf Parade & Tree Lighting Ceremony

**SUNDAY, DECEMBER 3RD**

**Elf Parade**  
**Starts: 5:15pm**  
**(Farmer's Market)**  
210 S. Main Street Franklin, VA 23851

**Tree Lighting:**  
**Starts: 6:30pm**  
**(Barrett's Landing)**  
510 S. Main Street Franklin, VA 23851



## Tree Lighting Details:

- Music
- Meet Santa
- Hot Chocolate
- Cookies
- Free Candy Canes
- Bring Letter's For Santa's Mailbox



## Elf Parade Details: Meet at Farmer's Market Pavillion

- Distribute Elf hats- @4:30pm
- Line-up will begin- @5:00pm
- March will begin- @5:15pm

**(March from Farmers Market to Barrett's Landng)**



**[200 FREE Elf hats,  
first come, first serve]**



For more information contact  
the Department at:  
**757-562-2475**